

**BOARD OF EDUCATION
CITY OF CAPE MAY
COUNTY OF CAPE MAY**

**AUDITORS MANAGEMENT REPORT
ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE
FOR THE FISCAL YEAR ENDED
JUNE 30, 2015**

INVERSO & STEWART
Marlton, New Jersey

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS
- FINANCIAL, COMPLIANCE AND PERFORMANCE**

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**AUDITORS' MANAGEMENT REPORT ON ADMINISTRATIVE
FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE**

The Honorable President and
Members of the Board of Education
Cape May City School District
Cape May, New Jersey

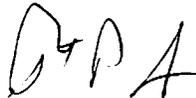
I have audited, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Cape May City School District, in the County of Cape May, for the year ended June 30, 2015, and have issued my report thereon dated November 16, 2015.

As part of my audit, I performed procedures required by the Office of School Finance of the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Cape May City School District and the New Jersey Department of Education, for the fiscal year ended June 30, 2015. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Public School Accountant

November 16, 2015

ADMINISTRATIVE FINDINGS - FINANCIAL, COMPLIANCE AND PERFORMANCE

Scope of Audit

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

Administrative Practices and Procedures

Insurance

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

Officials Bonds

<u>Name</u>	<u>Position</u>	<u>Amount</u>
John Thomas	Board Secretary/School Business Administrator	\$ 70,000

There is a Public Employees' Faithful Performance Blanket Position Bond with the New Jersey School Boards Insurance Fund covering all other employees with multiple coverage of \$25,000.

Tuition Charges

A comparison of tentative tuition charges and actual certified charges was made. The district was not required to make any tuition adjustments.

Unemployment Compensation Insurance Fund

The Board of Education has adopted the direct reimbursement method and has established an Unemployment Compensation Insurance Fund (Exhibit H-2) in the fiduciary trust fund.

The Unemployment Compensation Insurance Fund was maintained in satisfactory condition.

Examination of Claims

An examination of claims paid during the period under audit did not indicate any material noncompliance with respect to signatures, certifications or supporting documentation.

Financial Planning, Accounting and Reporting

Payroll Account

The net salaries of all employees of the District were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/Business Administrator and the Chief School Administrator.

Salary withholdings were promptly remitted to the proper agencies, including health benefits withholding due to the general fund.

Payrolls were delivered to the Treasurer of School Moneys with a warrant made to his order for the full amount of each payroll.

The required certification (E-CERT1) of compliance with requirements for income tax on compensation of administrators to the NJ Department of Treasury was filed by the March 15 due date.

The Payroll Account records were maintained in satisfactory condition.

Employee Position Control Roster

No exceptions were noted during my examination of the Employee Position Control Roster

Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was made as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. My review did not indicate any material discrepancies to the classification of orders.

Obligations of Federal Grant Awards and Requests for Reimbursement of Expenditures against those Federal Grant Awards

The following exception was noted during our examination of obligations of federal grant awards and requests for reimbursement of expenditures against those federal grant awards made during the period under audit.

Finding No. 2015-001:

Two students reported with disabilities in the Impact Aid Program application did not have the required active individual education plan.

Recommendation:

That all students reported with disabilities in the Impact Aid Program have an active individual education plan.

Travel

No exceptions were noted in my study of compliance for travel expenses.

Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with *N.J.A.C. 6A:23A-16.2(f)* as part of my test of transactions of randomly selected expenditure items. I also reviewed the coding of all expenditures included in my compliance and single audit testing procedures. In addition to randomly selecting a test sample, my sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with *N.J.A.C. 6A:23A-8.2*. My review did not indicate any material discrepancies with respect to classification of expenditures.

Board Secretary/School Business Administrator's Records

The financial and accounting records of the Board Secretary/Business Administrator's office were reviewed and the following was noted:

Elementary and Secondary Education Act of 1965 (E.S.E.A.), as amended by the No Child Left Behind Act of 2001 (N.C.L.B.)

The E.S.E.A. financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the projects under Title I, Title II, and Title III of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act.

No exceptions were noted in our study of compliance for the E.S.E.A. projects.

Other Special Federal and/or State Projects

The District's Special Projects were approved as listed on Schedule K-3 and Schedule K-4 located in the CAFR.

My audit of the Federal and State funds on a test basis indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

T.P.A.F. Reimbursement

My audit procedures included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

T.P.A.F. Reimbursement to the State for Federal Salary Expenditures

The amount of the expenditure charged to the current year's Final Reports for all federal awards for the school district to reimburse the state for the TPAF/FICA payments made by the State on behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made prior to the end of the 60 day grant liquidation period required by the Office of Grants Management. The expenditure was reviewed subsequent to the reimbursement and no exceptions were noted.

Nonpublic State Aid

Not Applicable.

School Purchasing Programs

The bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$36,000 (with a Qualified Purchasing Agent) and \$26,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is \$18,300.

The district board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in a violation of the statute, the solicitor's opinion should be sought before a commitment is made.

Based on the results of my examination, I did not note any individual payments, contracts, or agreements made for the performance of any work or goods or services, in excess of the statutory thresholds where there had been no advertising of bids in accordance with the provision of N.J.S.A. 18A:18A-4.

Resolutions were adopted authorizing the award of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

School Food Service

The financial transactions and statistical records of the school food service fund were reviewed. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis. No exceptions were noted.

Cash receipts and bank records were reviewed for timely deposit. No exceptions were noted.

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food and supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. Net cash resources did not exceed three months average expenditures.

Time sheets were reviewed and labor costs verified. Payroll records were maintained on all District food service employees authorized by the Board of Education. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely manner. No exceptions were noted.

Applications for free and reduced price meals were reviewed for completeness and accuracy. The number of free and reduced price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the District. The required verification procedures for free and reduced price applications were reviewed for completeness and availability. No exceptions were noted.

USDA Food Distribution Program commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

Application for State School Aid

My audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A.) for on-roll, private schools for the handicapped, low-income and bilingual. I also performed a review of the District procedures related to its completion. The information on the A.S.S.A. was compared to the District workpapers with exceptions noted. The results of my procedures are presented in the Schedule of Audited Enrollments.

Finding No. 2015-002:

The student counts for on roll and resident low income did not agree to supporting documents.

Recommendation:

That care is exercised in preparing the Application for State School Aid.

The District maintained workpapers on the prescribed state forms or their equivalent.

The District has adequate written procedures for the recording of student enrollment data.

Pupil Transportation

My procedures included a test of on roll status reported in the 2014-2015 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of my procedures are presented in the Schedule of Audited Enrollments.

My procedures also included a review of transportation related contracts and purchases. Based on my review, the District complied with proper bidding procedures and award of contracts. No exceptions were noted in my review of transportation related purchases of goods and services.

Facilities and Capital Assets

Not Applicable.

Follow-up on Prior Years' Findings

In accordance with government auditing standards, my procedures included a review of the prior year recommendations. Corrective action has been taken on the prior year recommendation.

Acknowledgment

I received the complete cooperation of all the officials of the Cape May City School District and I greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

INVERSO & STEWART, LLC
Certified Public Accountants



Robert P. Inverso
Certified Public Accountant
Public School Accountant

November 16, 2015

SCHEDULE OF MEAL COUNT ACTIVITY

**CAPE MAY CITY SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - FEDERAL
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
National School Lunch (Regular)	Paid	5,233	5,233	5,233	0	0.28	0.00
National School Lunch (Regular Rate)	Reduced	2,462	2,462	2,462	0	2.58	0.00
National School Lunch (Regular Rate)	Free	9,864	9,864	9,864	0	2.98	0.00
	TOTAL	<u>17,559</u>	<u>17,559</u>	<u>17,559</u>			<u>0.00</u>
National School Lunch	HHFKA-PB Lunch Only	<u>17,559</u>	<u>17,559</u>	<u>17,559</u>	0	0.06	<u>0.00</u>
After School Snack Program	Paid	669	669	669	0	0.07	0.00
After School Snack Program	Reduced	0	0	0	0	0.41	0.00
After School Snack Program (Area Eligible)	Free	414	414	414	0	0.82	0.00
	TOTAL	<u>1,083</u>	<u>1,083</u>	<u>1,083</u>			<u>0.00</u>
School Breakfast (Regular Rate)	Paid	10,646	10,646	10,646	0	0.28	0.00
School Breakfast (Regular Rate)	Reduced	2,870	2,870	2,870	0	1.32	0.00
School Breakfast (Regular Rate)	Free	<u>8,666</u>	<u>8,666</u>	<u>8,666</u>	0	1.62	<u>0.00</u>
	TOTAL	<u>22,182</u>	<u>22,182</u>	<u>22,182</u>			<u>0.00</u>
Total Net Overclaim							<u><u>0.00</u></u>

**CAPE MAY CITY SCHOOL DISTRICT
FOOD SERVICE FUND
NUMBER OF MEALS SERVED AND (OVER) UNDERCLAIM - STATE
ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE (a)</u>	<u>(OVER) UNDER CLAIM (b)</u>
State Reimbursement - National School	Paid	5,233	5,233	5,233	0	0.040	0.00
State Reimbursement - National School	Reduced	2,462	2,462	2,462	0	0.055	0.00
State Reimbursement - National School	Free	9,864	9,864	9,864	0	0.055	0.00
	TOTAL	<u>17,559</u>	<u>17,559</u>	<u>17,559</u>			
Total Net Overclaim							<u>0.00</u>

**CAPE MAY CITY SCHOOL DISTRICT
NET CASH RESOURCE SCHEDULE**

Net cash resources did not exceed three months of expenditures
Proprietary Funds - Food Service
For the fiscal year ended June 30, 2015

<u>Net Cash Resources:</u>		Food Service B - 4/5	
CAFR	* Current Assets		
B-4	Cash & Cash Equivalents	\$ 58,421	
B-4	Intergovernmental Accounts Receivable	4,523	
B-4	Interfund Accounts Receivable		
CAFR	Current Liabilities		
B-4	Less: Accounts Payable		
B-4	Less: Compensated Absences Payable		
B-4	Less: Interfund Accounts Payable	(63,350)	
B-4	Less: Unearned revenue	<u>(703)</u>	
	Net Cash Resources	<u>\$ (1,109)</u>	(A)
 <u>Net Adjustment To Total Operating Expense:</u>			
B-5	Total Operating Expense	112,031	
B-5	Less: Depreciation	<u>(553)</u>	
	Adjusted Total Operating Expense	<u>\$ 111,478</u>	(B)
 <u>Average Monthly Operating Expense:</u>			
	B / 10	<u>\$ 11,148</u>	(C)
 <u>Three times monthly Average:</u>			
	3 X C	<u>\$ 33,443</u>	(D)

TOTAL IN BOX A	\$ (1,109)	
LESS TOTAL IN BOX D	<u>(33,443)</u>	
NET	<u>(34,552)</u>	
 From above:		
A is greater than D, cash exceeds 3 X average monthly operating expenses.		
D is greater than A, cash does not exceed 3 X average monthly operating expenses.		

*Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form.

SCHEDULE OF AUDITED ENROLLMENTS

Cape May City School District

Application for State School Aid Summary

Enrollment as of October 15, 2014

	2015/2016 Application for State School Aid						Sample for Verification						Private Schools for the Disabled			
	Reported on ASSA On Roll		Reported on Workpapers On Roll		Errors		Sample Selected From Workpapers		Verified per Registers On Roll		Errors per Registers On Roll		Sample Errors	Reported on ASSA as Private Schools	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool - 4 yr	37		38		(1)			37		38		(1)				
Full Day Kindergarten	23		23					23		23						
One	16		16					16		16						
Two	20		21		(1)			20		21		(1)				
Three	18		18					18		18						
Four	11		11					11		11						
Five	13		14		(1)			13		14		(1)				
Six	14		14					14		14						
Subtotal	152	0	155	0	(3)	0	152	0	155	0	(3)	0	0	0	0	0
Special Ed - Elementary	19		19				19		19							
Special Ed - Middle	1		1				1		1							
Special Ed - High School																
Subtotal	20	0	20	0	0	0	20	0	20	0	0	0	0	0	0	0
Totals	172	0	175	0	(3)	0	172	0	175	0	(3)	0	0	0	0	0
Percentage Error					-1.74%					-1.74%	-0-	-0-				-0-

SCHEDULE OF AUDITED ENROLLMENTS

Cape May City School District

Application for State School Aid Summary

Enrollment as of October 15, 2014

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	<u>Resident LEP NOT Low Income</u>			<u>Sample for Verification</u>		
	<u>Reported on ASSA as NOT Low Income</u>	<u>Reported on Workpapers as NOT Low Income</u>	<u>Errors</u>	<u>Sample Selected from Workpapers</u>	<u>Verified to Application and Register</u>	<u>Sample Errors</u>
Full Day Kindergarten						
One						
Two						
Three						
Four						
Five						
Six						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Special Ed - Elementary						
Special Ed - Middle						
Special Ed - High School						
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

SCHEDULE OF AUDITED ENROLLMENTS

Cape May City School District
Application for State School Aid Summary
Enrollment as of October 15, 2014

1/2 Day Preschool
Full Day Kindergarten
One
Two
Three
Four
Five
Six
Subtotal

Special Ed - Elementary
Special Ed - Middle
Special Ed - High School
Subtotal

Totals

Percentage Error

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on ASSA as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on ASSA as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Scores and Register	Sample Errors
1/2 Day Preschool												
Full Day Kindergarten	11	8	3	11	8	3						
One	7	7		7	7							
Two	10	10		10	10							
Three	11	12	(1)	11	12	(1)						
Four	6	6		6	6							
Five	5	5		5	5							
Six	6	5	1	6	5	1						
Subtotal	56	53	3	56	53	3						
Special Ed - Elementary	13	12	1	13	12	1						
Special Ed - Middle												
Special Ed - High School												
Subtotal	13	12	1	13	12	1						
Totals	69	65	4	69	65	4						
Percentage Error			5.80%			5.80%			0.00%			0.00%

Transportation

	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors
Reg. - Public School, col. 1	3	3		3	3	
Reg. Special Ed., col. 4	-	-		-	-	
Transported-Non-Public., col. 3	10	10		10	10	
Special Ed Spec., col. 6	3	3		3	3	
Totals	16	16	-	16	16	-
Percentage Error						0.00%

	Reported	Recalculated
Avg. Mileage - Regular Including Grade PK students (Part A)	8.7	8.7
Avg. Mileage - Regular Excluding Grade PK students (Part B)	8.7	8.7
Special Avg. = Special Ed. with Special Needs	23.8	23.8

CAPE MAY CITY SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 1 - Regular Districts

A. 2% Calculation of Excess Surplus

2014-2015 Total General Fund Expenditures per the CAFR, Ex C-1	\$ <u>3,433,728</u>	(B)
Increased by:		
Transfer from Capital Outlay to Capital Projects Fund	\$ _____	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ _____	(B1b)
Transfer from General Fund to SRF for PreK-Regular	\$ _____	(B1c)
Transfer from General Fund to SRF for PreK-Inclusion	\$ _____	(B1d)
Decreased by:		
On-Behalf TPAF Pension & Social Security	\$ <u>(318,079)</u>	(B2a)
Assets Acquired Under Capital Leases	\$ _____	(B2b)
 Adjusted 2014-15 General Fund Expenditures [(B)+(B1s)+(B2s)]	\$ <u>3,115,649</u>	(B3)
 2% of Adjusted 2014-15 General Fund Expenditures [(B3) times .02]	\$ <u>62,313</u>	(B4)
Enter Greater of (B4) or \$250,000	\$ <u>250,000</u>	(B5)
Increased by: Allowable Adjustment	\$ <u>650,934</u>	(K)
 Maximum Unreserved/Undesignated Fund Balance [(B5)+(K)]		\$ <u><u>900,934</u></u> (M)

SECTION 2

Total General Fund - Fund Balances @ 6-30-15 (Per CAFR Budgetary Comparison Schedule C-1)	\$ <u>909,085</u>	(C)
Decreased by:		
Year-end Encumbrances	\$ _____	(C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	\$ _____	(C2)
Legally Restricted Excess Surplus - Designated for Subsequent Year's Expenditures	\$ _____	(C3)
Other Restricted Fund Balances	\$ <u>125,832</u>	(C4)
Assigned Fund Balance - Unreserved - Designated for Subsequent Year's Expenditures	\$ <u>395,915</u>	(C5)
 Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]		\$ <u><u>387,338</u></u> (U1)

CAPE MAY CITY SCHOOL DISTRICT

EXCESS SURPLUS CALCULATION

SECTION 3 - All Districts

Restricted Fund Balance - Excess Surplus [(U2)-(M)] IF NEGATIVE ENTER -0- \$ -0- (E)

Recapitulation of Excess Surplus as of June 30, 2015

Reserved Excess Surplus - Designated for Subsequent Year's Expenditures \$ (C3)

Reserved Excess Surplus [(E)] \$ -0- (E)

Total [(C3) + (E)] \$ (D)

Detail of Allowable Adjustments

Impact Aid \$ 649,364 (H)

Sale & Lease-back \$ (I)

Extraordinary Aid \$ (J1)

Additional Nonpupic School Transportation Aid \$ 1,570 (J2)

Current Year School Bus Advertising Revenue \$ (J3)

Family Crisis Transportation Aid \$ (J4)

Total Adjustments [(H)+(I)+(J1)+(J2)+(J3)+(J4)] \$ 650,934 (K)

Detail of Other Restricted Fund Balance

Statutory restrictions:

Approved unspent separate proposal \$

Sale/lease-back reserve \$

Capital reserve \$ 75,784

Maintenance reserve \$ 48

Emergency reserve \$ 50,000

Tuition reserve \$

School Bus Advertising 50% Fuel Offset Reserve - Current Year \$

School Bus Advertising 50% Fuel Offset Reserve - Prior Year \$

Impact Aid General Fund Reserve (Sections 8002 and 8003) \$

Impact Aid Capital Fund Reserve (Sections 8007 and 8008) \$

Other state/government mandated reserves \$

Other Restricted Fund Balance not noted above \$

Total Other Restricted Fund Balance \$ 125,832 (C4)